



REQUEST FOR RECORD COPY

Name: _____

Street Address: _____

City/State/Zip: _____

Action Sought: Please provide specific information related to your request for records you desire to:

Inspect _____ Copy _____

<u>Record Title/Date</u>	<u>#Copies Desired</u>
1. _____	_____
2. _____	_____
3. _____	_____

Charges: A charge for providing copies of public records is authorized by state law and has been established by the City Council. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request.

To be completed by Record Custodian

Time of Request: Date: _____ Access Provided: Date: _____
Time: _____ Time: _____
Staff time involved: _____ hours _____

Fee: .15 per page copied on city owned equipment – Actual cost for copies made from non-office copying equipment. Documents that are readily available are not subject to an inspection fee. For documents not readily available, a fee of \$14 per hour will be charged for staff research time.

Prepayment ___ required ___ not required

Charge per page copied: \$_____. Charge for non-office copying equipment: \$_____.

Charge to you for copy(s) of the record(s) you requested is: \$_____

Total Charge:

Paid: \$_____._____

Billed: \$_____._____

Prepaid: \$_____._____

Records Custodian

Your copy of this form is your receipt



NOTICE TO RECORD REQUESTERS

- A. CUSTODIANS. The official Records Custodians for this office are:

Jason Thrasher, City Clerk
Warren Schmidt, Deputy City Clerk

- B. OFFICE HOURS FOR RECORD REQUESTS. Any person requesting a public record made, maintained or kept by this office may make such request anytime during the business hours of:

Monday through Friday 9:00am to 4:00pm

- C. INSPECTION AND COPYING CHARGES. The City has established certain record inspection and record copying charges which are intended to compensate the City for the expenses it incurs in the course of honoring your request. Those charges are authorized by ORDINANCE NO. 010-1987-066, and set out in Chapter 1, Article 6 of the City Code.
- D. INSPECTION AND COPYING POLICIES. The City has adopted certain policies and procedures regarding the manner in which your request for record inspection and/or copying is to be made by you and how that request will be handled by this office. Those policies and procedures are set out in Chapter 1, Article 6 of the City Code.
- E. INSPECTION AND COPYING DENIAL. Whenever your request for inspection of copying has been denied you are entitled, by law, to receive a written response explaining the grounds for the denial. You must request such written statement from the records custodian.

CERTIFICATION OF REQUESTER

I, _____, having made a written request for access to and/or copies of the following records:

which are/is (a) public record(s) pursuant to the Kansas Open Records Act (KORA), do hereby certify that I do not intend to, and will not use any list of names or addresses contained in or derived from the record(s) or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed, or; sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the record(s) or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Signature

Street Address

City, State, Zip Code